

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET							
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER									
RECOMMENDED													
4. TITLE						5. PAY PLAN		6. SERIES		7. GRADE			
8. WORKING TITLE						9. INCUMBENT <i>(Optional)</i>							
OFFICIAL													
10. TITLE Engineering Technician													
11. PP		12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A		17. CLASSIFIER				
GS		802		09	MONTH/DAY/YEAR		YES NO		MS				
					4/22/02								
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>													
1st						5th							
2nd						6th							
3rd						7th							
4th						8th							
SUPERVISOR'S CERTIFICATION													
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.													
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature				23. Date			
21. Supervisor's Name and Title						24. Second Level Supervisor's Name and Title							
FACTOR EVALUATION SYSTEM													
FACTOR			25. FLD/BMK		26. POINTS		FACTOR			25. FLD/BMK		26. POINTS	
1. Knowledge Required							6. Personal Contacts						
2. Supervisory Controls							7. Purpose of Contacts						
3. Guidelines							8. Physical Demands						
4. Complexity							9. Work Environment						
5. Scope and Effect							27. TOTAL POINTS					27.	
Grade based on PCS for Engineering Technician Series, GS-802 (TS-19 dtd 8/74, TS-80 dtd 6/69)										28. GRADE		28.	
CLASSIFICATION CERTIFICATION													
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.													
29. Signature /S/ MARILYN STETKA								30. Date 4/22/02					
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)													
32. Remarks: FLSA: E						Standard Job# 802-09			33. OPM Certification Number				

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 09	6. IP NO. (8)
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B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 802	3. OCC FUNC.	4. OFF. TITLE CD 0008	5. OFF. TITLE (38) ENGRG TECHNCN		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA	5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA	9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 4 22 02
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 09ET			
6. WK. TITLE CD. (4)	7. WK TITLE (38)						
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE						
10. TARGET GD. (2) 9	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 04 22 02
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	4=Sup./Program 5=RGE 6=Policy Analysis GEG	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use	19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other		
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 9=Other							
23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE			31. DATE				

32. REMARKS

Standard Job #802-09

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Participates as a team member with the scientist in all phases of the assignment(s) and assumes full technical and operational responsibility for specific phases assigned.
Provides input into the initial planning of experiments.

Independently develops or designs various aspects of the projects on the basis of overall objectives outlined by the supervisor.

Contributes to the planning of various steps in experiment or project and to interpretation and documentation of findings.

Selects appropriate methods and procedures for carrying the project plan to completion.

Constructs, assembles, installs, operates and maintains a variety of highly specialized complex scientific equipment/instrumentation which must be calibrated and synchronized to achieve desired results.

Assembles and installs complex precision instruments and devices; modifies or adapts instruments and equipment to obtain desired performance characteristics; devises experimental techniques; and observes significant trends in experimental data.

Develops various procedures, devises new or improved methods or designs specialized equipment.

Determines the kinds and frequency of tests, observations, etc., to be made and the amount of data to be recorded. Determines causes of deviation in test data.

Interprets and documents findings by preparing information to be included in manuscripts or preparing reports summarizing progress or results of research.

Keeps exact, detailed records of experimental data. Tabulates, statistically analyzes and summarizes data using personal computers and software packages.

Searches literature in the area of research for new procedures or techniques to use.

B. Evaluation Factors

1. Knowledge Required by the Position

Knowledge of the technical methods and procedures, management practices, policies and programs, and principles and practices of engineering in order to:

- a. Design, coordinate, and execute complete conventional experiments when they are well preceded in scientific literature and within the organization's technical and administrative guides but require the exercise of judgment based on critical analysis and evaluation of objectives, past practices, source materials, alternatives among available work processes, and recognition of the intended use of completed work; OR
- b. Participates with the scientist in most phases of the experimental process (development of original hypothesis and proposal excepted) and assumes full technical and operational responsibility for specific phases of the experiments; OR
- c. Administratively maintain a significant function or area of responsibility continually.

Expert knowledge of techniques to perform a large number of procedures, tests, and experiments.

Ability to adapt, develop, or improve techniques and procedures, and/or design special equipment/instrumentation.

Intensive knowledge of the project objectives sufficient to contribute ideas to the planning and sequencing of experimental design.

Knowledge of the engineering processes, methods, procedures and management practices necessary to perform a full range of complex duties in area of assignment.

Knowledge and understanding of the application of instrumentation used in analyses so that prescribed procedures can be modified to accommodate existing conditions.

Skill to operate and maintain complex equipment and instrumental systems common to the specific area of research which must be calibrated and synchronized to achieve desired results.

Ability to locate, organize and adapt information from published literature for use as guidelines for new procedures.

Skill to interpret and document findings, and prepare segments of manuscripts or reports summarizing progress or results of project.

Skill to recognize results that are unexpected, unusual or erroneous, and independently initiate action to overcome technical difficulties or refer for professional resolution or interpretation.

Skill to obtain, tabulate, statistically analyze, and summarize data by graphic or other means. Familiarity with electronic and microprocessor-based calculators and equipment, and with computerized data storage and manipulation. Skill in the use of personal computers and software packages in the data collection, analysis, and presentation processes.

Knowledge of safe laboratory procedures.

2. Supervisory Controls

The supervisor or higher graded employee initially provides direction on the priorities, objectives, and/or deadline for kinds of work previously performed in the unit and therefore covered by precedent. Assignments new to the organization or unusual assignments may be accompanied with a general background discussion, including advice on the location of reference material to use.

The incumbent identifies the work to be done to fulfill project requirements and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, independently coordinates work efforts with outside parties, and characteristically submits only completed work. Administrative direction or decision is sought from higher authority on the course to follow when encountering significant technical or procedural problems with the work.

Review is usually in the form of an assignment as to how the incumbent resolved technical and related administrative problems encountered. Accuracy of data

produced, quality of observations made, and the sufficiency of steps employed in planning and executing the work assigned are customarily accepted without detailed review.

3. Guidelines

Incumbent works with new requirements or applications for which only general guidelines are available or with assignments where the most applicable guides are limited to general functional statements and/or work samples which are not always directly related to the core problem of the assignments, have gaps in specificity, or are otherwise not completely applicable.

Incumbent exercises judgment in applying the guidelines or extending their applicability to situations not specifically covered.

4. Complexity

The work requires the performance of various technical duties which involve differing and unrelated processes and methods. The test equipment and procedures require considerable skill in experimentation and judgment to obtain reproducible data, and recognize and interpret reactions that are difficult to observe and that can significantly affect the validity of the data. A number of possible courses of action for planning and executing the work exists, and the incumbent exercises discretion in choosing from among them.

Judgment is required to apply a wide range of conventional, established approaches, methods, techniques and solutions to new situations. The incumbent identifies and recommends resolution of discrepancies in data based on a study of how the data interrelate; adjusts work methods to accommodate unusual conditions; and/or recommends or determines what data to use, record or report.

5. Scope and Effect

The work involves applying conventional, technical and administrative solutions and practices to a variety of problems. Incumbent is involved in almost all phases of the scientist's study, and has responsibility for selected phases or conducts test applications of scientific and technical theories when the methods, techniques. and procedures are clearly outlined.

Work products directly affect the design and execution of experiments or the adequacy of such activities as long range work plans, field investigations, testing operations, or research conclusions.

6. Personal Contacts

Personal contacts are with employees in the agency, inside and outside of the immediate work unit, e.g., personnel from higher level organizational units, or, occasionally, resource individuals from State or local government units, or other Federal agencies.

7. Purpose of Contacts

The purpose of personal contacts is to plan and coordinate work efforts; discuss technical requirements of equipment with manufacturers and resolve problems concerning the work or the peculiar needs of the organization; interpret data obtained and explain its purpose and significance; or reach agreement on operating problems such as recurring submission of inaccurate, untimely, incomplete or irrelevant data. The persons contacted are usually working toward a common goal and generally are reasonably cooperative.

8. Physical Demands

The work requires some physical exertion, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (such as most of a work day) contributes to the arduous nature of the job. In other situations, such as in a laboratory, there may be special requirements for agility or dexterity such as exceptional hand/eye coordination.

9. Work Environment

The work is performed in a laboratory, shop, or other research setting which involves regular and recurring moderate risks or discomforts requiring special safety precautions, e.g., working with electronic equipment or working outdoors. The employee is required to use protective clothing such as gowns, coats, boots, goggles, gloves.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____